

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. I am writing to inquire about the possibility of an adjustment to my university fee assessment. My name is [Your Name] and I am currently enrolled in [Your Program/Year]. My student ID number is [Your Student ID].

Due to [brief explanation of the circumstances necessitating the inquiry, e.g., changes in financial situation, errors in fee assessment], I would like to request a review of my current fee assessment. I believe that an adjustment could be warranted under these circumstances.

I would greatly appreciate any information regarding the process for fee assessment adjustments, as well as any documentation you may need from my end to facilitate this request. If possible, I would also appreciate guidance on any deadlines or specific forms that need to be completed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]